

**Check One Only:**  
☐ First Period Report of Attendance (July 1, 2002, through December 31, 2002)  
☐ Second Period Report of Attendance (July 1, 2002, through April 15, 2003)  
☐ Annual Report of Attendance (July 1, 2002, through June 30, 2003)

County\_\_\_\_\_

[\_\_\_\_] County Code

Decimal points are to be omitted from numerical entries in this report, since the decimal line has been provided to represent them. Do not carry decimal entries beyond <b>two</b> places. If there is no decimal fraction, enter two zeros.		1. Elementary		2. High School		
		Average Daily Attendance		Average Daily Attendance		
Attendance and Enrollment Data		Whole Number	Dec	Whole Number	Dec	
A. Elementary and High School (Use divisors 70/135/175) 1. County School Tuition Fund.....  2. Juvenile Halls, Homes, and Camps.....  3. County Group Home and Institution Pupils.....  4. Community Schools Pupils - Probation referred or on probation or parole [E.C. 1981(c) (1) and (2) and E.C. 1982].....  5. Community Schools Pupils - Pupils expelled under [E.C. 48915(c), E.C. 1981(c) (3), and E.C. 1982.5].....  6. Community Schools Pupils - Homeless [E.C. 1981(d)].....  7. Opportunity Schools and Full-day Opportunity Classes.....  8. Specialized Schools.....  9. Tech., Ag., and Natural Resource Conservation Schools.....	A-1					
	A-2					
	A-3					
	A-4					
	A-5					
	A-6					
	A-7					
	A-8	XXXXXXXX	XX			
	A-9	XXXXXXXX	XX			
	B	XXXXXXXX	XX			
	C. Adults (Use divisors 70/135/175) 1. Adults in Correctional Facilities.....  2. Handicapped Adults.....  3. Adults (E.C. 52616.21).....	C-1	XXXXXXXX	XX		
		C-2	XXXXXXXX	XX		
		C-3	XXXXXXXX	XX		
D. Community Day School Programs (E.C. 48664) (Use divisors 70/135/180) 1. Mandatory Expelled Pupils (ADA).....  2. All Other Pupils (ADA).....	D-1					
	D-2					
3. Mandatory Expelled Pupils- [E.C. 48915(d)] a. 5th hour ADA.....  b. 6th hour ADA.....  4. All Other Community Day School Pupils a. 5th hour ADA.....  b. 6th hour ADA.....  5. After-School Supervised Attendance a. Pupil <b>Hours</b> for 7th hour.....  b. Pupil <b>Hours</b> for 8th hour.....	D-3a					
	D-3b					
	D-4a					
	D-4b					
	D-5a		00		00	
	D-5b		00		00	
E. ADA for Students on Full-time Independent Study <b>Included</b> in A.....	E					
F. ADA for Students in CalWORKS (E.C. 33117.5) (Use divisors 85/135/175) 1. ADA Included in Line B (ROC/P) .....	F-1	XXXXXXXX	XX			
	F-2	XXXXXXXX	XX			
G. Apprentice <b>Hours</b> Pursuant to Section 3074 of the Labor Code [60-Minute Clock Hours (E.C. 8152)].....	G	XXXXXXXX	XX		00	
H. Supplemental Instruction <b>Hours</b> (Community School Only) Summer School/Before School/After School/Saturday/Intersession  1. Grades K-12 Core Instruction .....						
	H-1		00		00	
	H-2		00		00	
	H-3		00	XXXXXXXX	XX	
I. ADA for Students in Cal-SAFE.....	I					

### General Instructions

1. **Responsibility for Filing.** This form is to be completed by the county superintendent of schools for the purpose of claiming apportionment from the State School Fund for those schools and classes conducted by the county superintendent of schools' office.

The First Period report is to be prepared immediately after the last full school month ending on or before December 31, 2002 and is due not later than **January 15, 2003**. The Second Period report is to be prepared immediately after the last full school month ending on or before April 15, 2003 and is due not later than **May 1, 2003**. The Annual report is to be prepared immediately after the last full school month ending on or before June 30, 2003 and is due not later than **July 15, 2003**.

After the county superintendent of schools examines and approves the report, forward the original copy to the **California Department of Education, School Fiscal Services Division, Attention: Daphne Kelley, 1430 N Street, Suite 3800, Sacramento, CA 95814**. Retain one copy for the county files.

2. **Divisor for Computing Average Daily Attendance.** The average daily attendance is determined by dividing the days of attendance by:  
P-1: 70 for all attendance, **except** 85 for ROC/P and CalWORKS  
P-2: 135 for all attendance  
Annual: 175 for all attendance, **except** 180 for County Community Day School
3. **Pupils Residing Outside California.** Do not report the attendance of pupils residing outside California.

### Certification

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and that all attendance data have been compiled and reported in accordance with state and federal laws and regulations and the instructions for this report form.

\_\_\_\_\_  
(County Superintendent of Schools)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Contact Person)

\_\_\_\_\_  
(Telephone)

## Specific Instructions

- A-1. **County School Tuition Fund.** The superintendent of schools of any county contiguous to an adjoining state may grant permission to pupils residing in the county to attend school in a district of the adjoining state (E.C. 2000). The average daily attendance of such pupils will be credited to the County School Tuition Fund (E.C. 46380).
- A-2. **Juvenile Halls, Homes, and Camps.** Report the attendance for pupils in classes in juvenile halls, homes, and camps [E.C. 14057(b)-14058]. Do not include community school pupils.  
**Note:** If pupils in juvenile hall are also provided a resource specialist, or designated instructional services, report the ADA as juvenile hall attendance. However, if pupils in juvenile hall are in a special day class (Special Education), these students are to be reported as special education students on the Form J-18/19C Supplement.
- A-3. **County Group Home and Institution Pupils.** (E.C. 42238.18)
- A-4. **Community Schools.** Report attendance of pupils in county community schools pursuant to E.C. 1981(c) (1) and (2) [i.e., pupils who are probation-referred pursuant to Sections 300, 601, 602, and 654 of the Welfare and Institutions Code, or who are on probation or parole and who are not in attendance in any school, and all pupils expelled under E.C. 48915(c)]. Those pupils identified pursuant to E.C. 1981(a) and 1981(b), K through 6 pupils identified pursuant to E.C. 1981 (c) (1) and (2), and all pupils expelled under E.C. 48915(a) are reported on Form J-18/19C Supplement.
- A-5. **Community Schools Pupils.** Expelled under E.C. 48915(c), E.C. 1981(c)(3), and E.C. 1982.5
- A-6. **Homeless.** (E.C. 1981(d) and E.C. 1981.2)
- A-7. **Opportunity Schools or Classes.** Attendance of pupils in opportunity schools or in full day opportunity classes (E.C. 48633-48634) is reported on Line A-7. Attendance of a pupil in an “Opportunity Program” (E.C. 48632) for less than the minimum day required is to be reported as attendance in the pupil’s regularly assigned class.
- A-8. **Specialized Schools.** Enter attendance for grades 9-12 in approved schools with specialized curricula in high technology, performing arts, or other special curricular areas. (E.C. 58801)
- A-9. **Technical, Agricultural, and Natural Resource Conservation Schools.** (E.C. 1790)
- B **Regional Occupational Centers and Programs.** Enter attendance of students attending ROC/P classes. (E.C. 52314.5)
- C-1. **Adults in Correctional Facilities.** (E.C. 1900).
- C-2. **Handicapped Adults.** (E.C. 52570)
- C-3. **Adults.** (E.C. 52616.21)
- D **Community Day Schools.** (E.C. 48664 and 48915(d))
- E **Independent Study.** (E.C. 51745)
- F **CalWORKS Program.** E.C. 33117.5 provides for an employment and training services program for recipients of Aid to Families with Dependent Children (AFDC). Participating ADA is to be reported on Line F-1 for ADA reported on Line B and also within the totals on Line F-2 for ADA reported on Line C-3.
- G **Apprenticeship Programs.** E.C. 8150-8153.5 require county offices to report each clock hour of teaching time devoted to each indentured apprentice enrolled in and attending classes of related and supplemental instruction provided by regional occupational centers or programs as provided under Section 3074 of the Labor Code.
- H **Supplemental Instruction.** For continuous sessions held during the summer months report in the fiscal year in which the session ends. Report the actual number of pupil hours in Core Academic Programs (E.C. 37253 and E.C. 42239). Report the actual number of pupil hours for students not demonstrating sufficient progress toward passing the district’s exit examination, grades 7 through 12. This supplemental instruction may also be offered to a pupil who was enrolled in grade 12 during the prior school year (E.C. 37252 and E.C. 42239). (Remedial) Report the actual number of pupil hours in Intensive Reading Programs (Kindergarten and Grades 1-4) (E.C. 42239.1 and 53027).
- I **Cal-SAFE.** (E.C. 54749-54749.5)